

DRAFT
VIRGINIA BOARD OF COUNSELING MINUTES

TIME & PLACE: The meeting was called to order at 9:45 a.m. on August 26, 2005 in Board Room 3 at the Department of Health Professions, 6603 West Broad Street, 5th Floor, Richmond, Virginia.

PRESIDING: Kevin S. Doyle, Ed.D., Chair

MEMBERS PRESENT: Mary Lou Argow
Donnie G. Conner, Ph.D.
Kevin S. Doyle, Ed.D.
Alan W. Forrest, Ed.D.
Philip Haber
Jack Knapp, D.D.
Charles R. McAdams
Yvonne Ortega
Karen Rosen, Ed.D.
Luke Torian, D.D.
John Penn Turner
Natale Ward

MEMBERS ABSENT: Linda Seeman, Ph.D.
Sandra Stith, Ph.D.

STAFF PRESENT: Evelyn B. Brown, Executive Director
Benjamin Foster, Deputy Executive Director
Elaine Yeatts, Senior Policy Analyst
Diana Pollick, Administrative Assistant

GUESTS PRESENT: None

PUBLIC COMMENT: None

APPROVAL OF MINUTES: A motion was made to accept the minutes of the June 3, 2005 meeting by Jack Knapp and seconded by Mary Lou Argow. The motion passed unanimously.

CHAIR: Kevin Doyle welcomed the new Board members; Philip Haber, Charles McAdams, Yvonne Ortega and John Penn Turner and noted that due to the change of date for this Board meeting Susan Stith was unable to attend due to a previous commitment as was Linda Seeman.

The role of staff was discussed in relation to member roles.

**EXECUTIVE
DIRECTOR:**

Evelyn Brown presented an overview of the Bylaws of the Board of Counseling.

REPORTS:

- **The Board of Health Professions: Natale Ward**
The last meeting of the Board of Health Professions was held on July 14, 2005. Ms. Ward reported that the budget for 2006-2008 would have a 25% increase to allow for the development of new positions. She noted that the Board of Nursing Home Administrators became the Board of Long Term Care Administrators on July 1, 2005 and that the Board will soon begin the regulatory process for licensing assisted living administrators. The Discipline Case Standards survey showed the Board of Counseling in good standing. The Prescription Monitoring Program is now effective statewide.
- **Regulatory Committee: Ben Foster**
Mr. Foster reviewed the Board Member Handbook for new members and then gave an overview of the regulatory process. Mr. Foster then asked for the adoption of final regulations for the Standards of Practice. Ms. Brown presented public comment from Mary E. Venema of Colonial Heights regarding Substance Abuse Counselors. Jack Knapp made a motion that the Public Comment did not apply to the action being taken. The motion was seconded by Natale Ward and passed unanimously. A motion to adopt the final Standards of Practice (18 VAC 115-20-130, 18 VAC 115-50-110 and 18 VAC 115-60-130) regulations was made by Mary Lou Argow and seconded by Karen Rosen. The motion passed unanimously.
- **Continuing Education Update: Ben Foster**
Alan Forrest and Karen Rosen have agreed to co-chair this committee. Mr. Foster explained the continued competency process and stated that the Board of Counseling audit will begin September 25, 2005.

- **Credentials Review Committee: Donnie Conner & MaryLou Argow**

Dr. Conner and Ms. Argow have agreed to co-chair this committee. The process by which an application is processed was explained. Ms. Argow stated that during that process many situations arise that warrant review by the Committee. It is the Committee's responsibility to determine what action needs to be taken in each case. Applicants who disagree with the Committee's decision have the right to request a Credentials Special Conference and present their case to the Committee. If applicants are again not satisfied they can request a Formal Hearing before the full Board.

- **Discipline Committee Report: Evelyn Brown**

17 Complaints in Investigation
2 Cases at Board Level
3 Informal Conferences to be scheduled
0 Consent Orders to be presented to the Board

- **Public Relations: Evelyn Brown**

Ms. Brown encouraged Board members to participate on this committee to assure the newsletter is timely and informative.

OLD BUSINESS: None

NEW BUSINESS: **Issues Regarding Current Application Review Process: Evelyn Brown & Elaine Yeatts**

Ms. Brown presented a list of current concerns and discussed mistakes being made by the Center for Credentials and Education (CCE) which currently process applications for Licensed Professional Counselors, Substance Abuse Treatment Practitioners, Certified Substance Abuse Counselors and Certified Substance Abuse Counselor Assistants. The concerns are as follows: 1) Denying coursework for one applicant when the same coursework has been previously approved for others. 2) Approving an individual to provide supervision who was lacking two years post licensure experience as required by regulations.

3) Approving the 200 hours of supervision requirement which did not include 100 hours of individual face-to-face supervision by an LPC as required by regulations. 4) Excessive delays in notifying applicants of status of application. 5) Lack of consistent feedback regarding progress/status of licensure process resulting in increased number of calls and complaints to the Board. 6) Appeals to the Credential Review Committee increased from six in June of 2004 to forty three in June of 2005. Ms. Brown requested the Board's concurrence in bringing the application review process in house as is done for Marriage and Family Therapists and Certified Rehabilitation Providers. Course work reviews would be done in the Board office by a licensed expert with staff assistance. Those approved or denied would be notified of their status within ten working days. A motion was made by Jack Knapp to support ending the application processing part of the contract with CCE and to take any action necessary to bring the application review process back in-house. The motion was seconded by Mary Lou Argow and passed unanimously.

Ms. Yeatts addressed the Board regarding the regulatory amendments that would have to be made concerning the application fees. The application fee and initial licensure fee for LPC's and LSATP's and would be \$105, and the Registration of Supervision fee would be \$50 for initial registration of supervision and \$25 for changing/adding a supervisor. The application fee and initial licensure fee for the CSAC's and CSAC-A's would be \$90. These fees reflect a cost reduction for applicants. Ms. Yeatts explained that there were two ways the regulatory change could take place. The first being reducing fees is exempt from action under APA, thus action can be taken without regulatory change. The second method is the "fast track" option in which the NOIRA is by-passed and the Board can proceed to the proposed change. Karen Rosen made a motion to adopt the fee schedule as proposed using either method based on the advice of legal counsel, with the date of transfer back to the Board to be set by the Executive Director. The motion was seconded by Mary Lou Argow and passed unanimously.

- o Proposed Dates for 2006 Board Meetings:
February 16 & 17, 2006
June 8 & 9, 2006
August 10 & 11, 2006
November 2 & 3, 2006

The proposed dates were accepted for 2006.

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NEXT MEETING: **November 3 & 4, 2005**

ADJOURN: **The meeting was adjourned at 12:05 PM.**